

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 12, s. 1973

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS;
ALL HEADS OF SPECIAL PROJECTS; REGIONAL,
PROVINCIAL AND PROJECT ENGINEERS; IRRIGATION
SUPERINTENDENTS AND/OR OFFICERS-
IN-CHARGE OF IRRIGATION SYSTEMS/OFFICE
National Irrigation Administration

SUBJECT : Civil Service Examinations for Senior
and Junior Stenographers

Quoted hereunder is Examination Announcement
No. 2, s. 1973, of the Civil Service Commission, for
your information and guidance:

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

The Civil Service Commission announces open competitive
examinations to establish registers of eligibles from
which to fill the following positions:

JUNIOR STENOGRAPHER
SENIOR STENOGRAPHER

PLACE OF EXAMINATIONS: Manila

DATE OF EXAMINATIONS : May 6, 1973

Applications may be filed with the Application Division,
Recruitment and Examinations Department, Civil Service
Commission, Ablaza Building, 117 E. Rodriguez, Sr.
Avenue, Quezon City, not later than March 30, 1973, or
if mailed, must be postmarked not later than March 23,
1973. THE RECEIPT OF APPLICATIONS, HOWEVER, MAY BE
CLOSED AS SOON AS A SUFFICIENT NUMBER OF APPLICATIONS
HAVE BEEN RECEIVED.

APPLICANTS ARE ADVISED TO CHECK CAREFULLY WHETHER THEY
MEET THE ADMISSION REQUIREMENTS AND ONLY THOSE WHO MEET
THEM SHOULD APPLY FOR THE EXAMINATIONS.

DUTIES

JUNIOR STENOGRAPHER - Under immediate supervision,
takes dictation, transcribes shorthand notes, and
types office correspondence, circulars, memoranda,
and reports; sorts, indexes, and files correspon-
dence, records, and other documents; fills out form
letters and routine intersements; furnishes approved
information to the public; and does related work.
SENIOR STENOGRAPHER - Under general supervision, takes
and transcribes technical or difficult dictation;
supervises and participates in the work of a small
group of stenographers and typists; or serves as
assistant head of a large group of stenographers and
typists; or acts as secretary to the head of a minor
organization unit; and does related work.

PARTS AND WEIGHTS OF EXAMINATIONS

The examinations will be related to the duties mentioned above and will consist of the following:

| P A R T S | W E I G H T S | |
|--------------------------------------------------|-----------------------------|-----------------------------|
| | JUNIOR STENO- GRAPHER | SENIOR STENO- GRAPHER |
| 1. General Test (60 required) - - | 30 | 30 |
| 2. Stenography (60 required)- - - | 50 | 50 |
| 3. Copying from plain copy (typewriting)- - - | 20 | 20 |
| T O T A L - - - | 100 | 100 |

The written test will consist of a general test and will cover the following:

JUNIOR STENOGRAPHER - Spelling, vocabulary, punctuation, capitalization, correct usage, grammar, and comprehension

SENIOR STENOGRAPHER - Spelling, vocabulary, punctuation, capitalization, correct usage, grammar, comprehension and office practice

The first subject, General Test, will be given on May 6, 1973 and only those who obtain at least 60 in this subject will be eligible to take the tests in Stenography and Copying from Plain Copy (typewriting). These tests will be held on a date to be announced later.

Dictation in the Junior Stenographer examination will be given at the rate of 70 words per minute while that in the Senior Stenographer examination at 100 words per minute. Transcription shall be a VERBATIM (word for word) reproduction of the material dictated. A minimum rating of 60 is required in Stenography. Competitors who obtain a rating below 60 in the Stenography test will be disqualified from further consideration and their performance in Typewriting will not be rated. They will be considered as not having qualified in the examination. To be considered eligible, competitors must obtain a general rating of not less than 70 in the complete examination.

Every competitor must provide himself with a typewriter in good working condition on the day of the Typing Test. A competitor without a typewriter will not be admitted to the examination room and reexamination will not be granted because of a faulty typewriter. The competitor should also bring with him a stenographer's notebook that will allow him to take the dictation even without a desk to write on.

MINIMUM REQUIREMENTS

Applicants must meet the requirements given below.

Education and Experience

JUNIOR STENOGRAPHER

Have successfully completed at least two years of college work including or supplemented by a course in stenography (this course may be substituted by six months of experience as stenographer in a government or reputable private office.)

SENIOR STENOGRAPHER

1. Have successfully completed at least two years of college work including or supplemented by a course in stenography (this course may be substituted by six months of experience as stenographer in a government or reputable private office); and
2. Have at least one year of experience as stenographer in a government or reputable private office, duly certified.

Substitution allowed

For every year lacking in the college education required, one year of experience as stenographer or in a higher position in the Secretarial-Stenographic Group in a government or reputable private office may be substituted, but only experience in excess of the minimum required shall be accepted.

An applicant may apply for both examinations if he meets the minimum requirements for each examination, but should file an application for each one, indicating on each application that he also applied for the other examination.

All education, experience, and training must be duly certified.

Age Limits

Applicants must be not less than 18 or more than 40 years of age on the date of the examinations. The age limits do not, however, apply to those who are already in the government service on the day of the examinations.

Citizenship and Character

Applicants must be citizens of the Philippines and must be of good moral character.

Physical Condition

Applicants must be in good health and free from physical defects to enable them to meet the physical standard deemed necessary for the position.

EXAMINATION FEE

An examination fee of ₱2.00 is charged each applicant for admission to the examination in accordance with Article VIII, Section 38 of R.A. 2260, as amended by Section 15 of R.A. No. 6040. In exchange for ₱2.00 the applicant will be given an Admission Fee Stamp which he should paste on his application form. Those who apply by mail should enclose with their applications a postal money order for ₱2.00 payable to the order of the Civil Service Commission.

SELF-ADDRESSED STAMPED ENVELOPES FOR NOTICE OF ADMISSION AND REPORT OF RATING

Applicants must attach to their applications self-addressed stamped envelopes for the notice of admission. On the date of the examinations, besides their notices of admission, they must also bring with them self-addressed stamped envelopes to be used to mail their reports of rating.

PHOTOGRAPHS

Every competitor should attach to his application form at the upper right-hand corner a 1" x 1" copy of his recent photograph. On the day of the examinations, he should also have with him another copy of the photograph. Both copies of the photograph should bear his signature.

HOW TO APPLY

What to file

1. C.S. Form 100
2. Certification of education, training, and/or experience

Where to get forms

Application forms may be obtained from the Application Division, Recruitment and Examinations Department, Civil Service Commission, Ablaza Building, 117 E. Rodriguez, Sr. Avenue, Quezon City.

Where and when to file

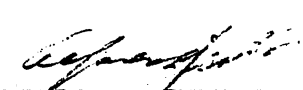
Applications may be filed with the Application Division, Recruitment and Examinations Department, Civil Service Commission, Ablaza Building, 117 E. Rodriguez, Sr. Avenue, Quezon City, not later than March 30, 1973, or if mailed, must be postmarked not later than March 23, 1973.

N O T I C E

Appeal from rating in a civil service examination shall be filed in writing by the examinee with the Commissioner within six months from the date of the release of the results of the examination concerned. Thereafter, no appeal shall be entertained. (Section 6(c), Rule IV, Revised Civil Service Rules)

Issued, February 5, 1973"

You are hereby enjoined to disseminate this information to your subordinates and encourage those who meet the admission requirements to apply for the examinations.


ALFREDO L. JUINIO
Administrator

February 26, 1973

TEC:prl